

BASIC INSTRUCTIONS FOR SUBMITTING YOUR 2015 ANNUAL REPORT

To obtain your forms or file online, [click here](#).

TO FILE ONLINE

On the link above, click on the box: "To Print or File Your 2015 Annual Reports" to get started. "Zero Use" reports for most types of rights and authorities for which no water was withdrawn or used in 2015 may be filed online.

You do not need to log in or have a password to file your form online. All you will need is the "right" number or permit number (starts with a 56-, 57-, 58-, etc.),

For a complete list of forms that can be filed online, click [here](#)

TO OBTAIN PRE-PRINTED FORMS ONLINE

If the form you need to use cannot be filed online, you will need to obtain the pre-printed forms from the link at the top of this page.

You do not need to log in if you are simply obtaining pre-printed forms. All you will need is the "right" number or permit number (starts with a 56-, 57-, 58-, etc.) and your email address to have forms emailed to you.

IF YOU CAN'T OR DON'T WANT TO FILE ONLINE OR OBTAIN FORMS ONLINE

If you cannot or do not want to file online or obtain forms online, please contact us by phone at 602-771-8585 to have form(s) sent to by mail, or by email at earp@azwater.gov.

Include your "right" number or permit number (starts with a 56-, 57-, 58-, etc.) and we will email you pre-printed forms that you can print, complete and submit. Please note that we may not be able to complete your request the same day.

DEADLINE

Annual Reports must be submitted to the Arizona Department of Water Resources online, in person, or postmarked by **March 31, 2016**. You should have received an email notice for each right or permit for which you filed or obtained pre-printed forms last year. The "right" number or permit number will appear in the subject line of the email.

WHERE TO MAIL OR HAND IN THE FORMS

If you choose not to file online, please print all forms, complete them and mail them to the Department at:

**ADWR
P.O. Box 36020
Phoenix, Arizona
85067-36020**

Please note: ADWR will have temporary offices at the locations and on the dates listed below from 9:00 am to no later than 4:00 pm each day. Staff can accept debit and credit cards and checks, but not cash.

Prescott AMA: Town of Prescott Valley Civic Center, located at 7501 E. Civic Circle, Room 330, Prescott Valley, 86314, **Thursday, March 3, 2016.**

Tucson AMA: Arizona State Complex Building, 400 W. Congress, Conference Room 158, Tucson, 85701 (parking is to the west of the building) **Thursday, March 10, 2016.**

Pinal AMA: USDA National Resource Conservation Service Casa Grande Field Office, located at 520 Camino Mercado, Suite 12, Casa Grande, 85222 (the Casa Grande Mercado on Florence Blvd. off of I-10) on **Thursday March 17, 2016.**

If you have questions about the temporary office, please contact us at 602-771-8585 or by email at earp@azwater.gov